

**PUEBLO OF LAGUNA**  
**JOB ANNOUNCEMENT NO. 2016-84A**

**OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS**

<b>POSITION:</b>	<b>Special Agent, DEA Task Force</b>
<b>OPENING DATE:</b>	<b>November 7, 2016</b>
<b>CLOSING DATE:</b>	<b>Open Until Filled</b>
<b>DEPARTMENT:</b>	<b>Public Safety/Law Enforcement Program</b>
<b>SALARY RANGE:</b>	<b>NE-11; \$32,261 - \$48,381</b>

**Position Summary:**

Under dual direction of the Sergeant - Criminal Investigations Unit, and the Special Agent in Charge, Drug Enforcement Agency (DEA), the Special Agent, DEA Task Force, identifies, disrupts dismantles drug and money laundering operations. Investigates alleged or suspected criminal and civil violations of applicable Federal, State and Pueblo laws, codes, and ordinances. Maintains confidentiality of all privileged information. Consistently applies Core Values supporting Workforce Excellence.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Essential Duties & Responsibilities:**

- Protects the property and lives of community members by patrolling assigned areas and addressing suspicious activity.
- Works with the Federal Bureau of Investigation (FBI), Immigration Customs Enforcement (ICE), Alcohol, Tobacco and Firearms (ATF), and the U.S. Marshals Service (USMS) to disrupt and dismantle drug and money laundering operations.
- Continues to develop, implement, and maintain the Pueblo of Laguna's Criminal Highway Interdiction Program.
- Maintains Program records; provides regular comprehensive reports to the chain of command.
- Investigates suspected or alleged violations of Federal, State, and Pueblo Laws, including criminal enterprises and criminal transportation tactics.
- Conducts complex criminal investigations; determines scope, timing, and direction of investigations.
- Ensures case management, documentation, and writes highly detailed technical reports.
- Maintains canine in accordance with applicable requirements / regulations.
- Develops and uses informants.
- Apprehends, arrests, detains persons suspected/alleged to have violated laws and/or ordinances.
- Obtains evidence or establishes facts by interviewing, observing, and interrogating suspects and witnesses; verifies and analyzes to establish accuracy and authenticity.
- Secures search and arrest warrants through process of affidavit; searches scenes of crimes.
- Seizes and secures evidence of crimes; maintains proper chain of custody.
- Presents findings of investigations in clear, logical, impartial and properly documented reports.
- Reports critical information to and coordinates activities with other offices or agencies.
- Provides sworn testimony at hearings and trials in Federal, State and Pueblo court.
- Prepares case reports for the Pueblo Prosecutor, District Attorney's Office and/or United States Attorney, or others for final disposition.
- Establishes and maintains cooperative relationships with county, state and other Federal law enforcement agencies.
- Maintains positive public relations with the Pueblo of Laguna community; accepts and handles citizen complaints; ensures accurate information is communicated to the public.
- Adheres to both DEA and Pueblo of Laguna policies and procedures.
- Ensures payments of asset forfeitures.
- Provides training in highway criminal interdiction to the Pueblo's Law Enforcement officers.
- Completes Indian Country Jurisdiction training within six months of hire.
- Completes a minimum of forty (40) hours of in-service training on an annual basis.
- Obtains Special Law Enforcement Commission (SLEC) within six months of hire; maintains Commission throughout employment.
- Participates in Police Physical Efficiency Battery (PEB) Assessment on a quarterly basis.
- Maintains professional and technical knowledge by attending relevant training and workshops and establishing networks with like programs.

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- Contributes to a team effort and accomplishes related results as required.
- Consistently applies Core Values supporting Workforce Excellence.
- Performs other duties as required.

### **Minimum Qualifications:**

Certification by a recognized Law Enforcement Academy required; must maintain Certification throughout employment. Ten years of experience in the Law Enforcement field including five years of experience in-highway criminal interdiction or criminal narcotic enforcement investigations required. CPR Certification required; must maintain Certification throughout employment. 200 hours of advanced criminal interdiction experience and K9 Handler experience preferred. Fluency in the Laguna language preferred.

### **Background Investigation Requirements:**

All Indian Country Law Enforcement Programs receiving Federal funding and/or authority must ensure that all Law Enforcement Officers successfully complete a thorough background investigation no less stringent than required of a Federal officer performing the same duties. The following are applicable laws that are considered when conducting background investigations.

- PL 101-630: Indian Child Protection and Family Violence Prevention Act
- PL 101-647: Crime Control Act of 1990
- PL 90-618: Gun Control Act
- 25 CFR Part 63: Indian Child Protection and Family Violence Prevention

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other: Medical, Mental, Physical, and Psychological Evaluation	X

### **Knowledge, Abilities, and Skills:**

- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
- Knowledge of Federal, State, and Pueblo judicial systems; of the Drug Enforcement Agency and other law enforcement and regulatory agencies' processes and procedures.
- Knowledge of law enforcement public relations activities.
- Knowledge of investigation techniques to gather, preserve, and use for criminal convictions.
- Knowledge of equipment used in law enforcement, including weapons, communications, computers, and vehicles.
- Knowledge and proficiency in firearm safety.
- Knowledge of the Pueblo's geography, road locations and reservation boundaries.
- Knowledge of criminal enterprises operations, transportation tactics, and routes.
- Knowledge of criminal highway interdiction investigative tactics.
- Knowledge and proficiency in search and seizure issues.
- Knowledge and proficiency in case law regarding traffic stops, canine deployment, and search and seizure.
- Knowledge of state and federal forfeiture laws and procedures.
- Knowledge of concealment methods in planes, trains, automobiles, and other motorized conveyances.
- Knowledge and proficiency in Federal Court Room Testimony, specifically in highway criminal interdiction.
- Knowledge of how criminal enterprises utilize Indian Country to store or warehouse controlled substances.
- Knowledge of the difference between evidence types, i.e. narcotics, currency, weapons, precious metals and distinguish between criminal and civil use of such evidence.
- Knowledge of proper spelling, grammar, punctuation, and math sufficient to carry out duties.

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- Ability to communicate effectively, both verbally and in writing. Fluency in the Laguna language preferred.
- Ability to combine pieces of information to form conclusions; developing logical explanations for why a series of seemingly unrelated events occur together.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to give and receive orders, follow instructions in verbal and written format.
- Ability to work as a team member in a structured working environment.
- Ability to maintain confidentiality.
- Ability to demonstrate moral character and desire to help when dealing with people.
- Ability to prepare accurate, complete, and legible reports and present detailed, accurate, and objective oral presentations.
- Ability to comprehend, retain, and recall factual information.
- Ability to integrate training, experience, and common sense sufficient to identify potential dangerous situations, make effective logical decisions, and exercise the appropriate measure of tact or force to resolve the situation with minimum injury to self or other persons or minimum damage to property involved.
- Ability to accept the dangers and stresses, regimentation, discipline, and time demands of police work.

### **Application Instructions:**

- Go to [www.lagunapueblo-nsn.gov](http://www.lagunapueblo-nsn.gov) and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
  1. E-mail to [POLemployment@lagunapueblo-nsn.gov](mailto:POLemployment@lagunapueblo-nsn.gov);
  2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
  3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
  4. Fax to (505) 552-9675
- For more information, contact Karen Chino, at (505) 552-5778 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**